

MEMORANDUM FOR: PD/Plans  
Division/Staff Chiefs  
USIB Elements

1. General Wilson has raised the question of the various communication devices and management techniques used in the Staff for internal communications and reporting -- particularly the continued usefulness of the ICS Weekly Report. Although Gen. Wilson reads the Weekly Report and uses it as one means of keeping himself informed on Staff activities; he wonders if the report has usefulness within the Staff. With this in mind I would appreciate your comments on the following:

- a. Do you and the members of your component find the ICS Weekly Report useful as an internal communications device? Is the report circulated to all members of your component?
- b. Do you feel that the report is worth the time and effort it takes to prepare it? If not, do you have a suggested alternative?
- c. Do you feel the ICS Weekly Report is useful as a historical document?
- d. If you feel the ICS Weekly Report should be retained do you have any suggestions as to how it might be improved?

2. I would appreciate your polling the members of your staff and providing me an answer to these questions by COB, 20 August.



EO/ICS

cc: Gen. Wilson

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